



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:120
KRS 196.035, 197.020
3-JTS-2A-04; 3B-03—05
3-JDF-2A-04; 3B-03—05
3-JCRF-3B-03—05
1-JBC-2A-04; 3B-03—05
1-SJD-2A-04; 3B-03—05

CHAPTER: Health and Safety Services

AUTHORITY: KRS 15A.065

**SUBJECT: Control and Accountability of
Flammable, Toxic, Caustic and Other Hazardous
Materials**

POLICY NUMBER: DJJ 428

TOTAL PAGES: 5

EFFECTIVE DATE: 4/4/2014

APPROVAL: A. Hasan Davis

, COMMISSIONER

I. POLICY

In order to ensure the safety of youth and staff, strict control shall be maintained of the procurement, use, storage and inventory of all flammable, toxic, caustic, and other hazardous materials. The security rating of the facility and the classification of youth placed therein shall be taken into consideration in the development of facility Standard Operating Procedures.

II. APPLICABILITY

A. This policy shall apply to all detention centers, group homes and youth development centers.

B. LIMITED APPLICABILITY

- 1. This policy shall govern the development of Standard Operating Procedures for control and accountability of flammable, toxic, caustic and other hazardous materials in day treatment programs.*
- 2. The ranking supervisor at DJJ sites which do not house youth shall implement controls that are in compliance with this policy for the identification, use and storage of flammable, toxic, caustic and other hazardous materials.*
- 3. Flammable products shall not be brought onto or stored in leased sites unless permitted by the building management. Materials under the control of building management or other tenants in a building occupied by DJJ personnel shall not be the responsibility of DJJ; however, DJJ employees are permitted by law to request MSDS sheets for chemical products used in his/her work area.*

III. DEFINITIONS

Refer to DJJPP 400.

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IV. PROCEDURES

- A. Before the purchase of any facility furnishing, including furniture, mattresses and bedding, wastebaskets and similar items that can burn, close examination and consideration to the specifications that indicate the Fire Safety Performance shall be observed in selecting the materials. Polyurethane shall not be used in any living area; neoprene or cotton mattresses treated with boric acid are recommended.
- B. There shall be documentation by a qualified source that the interior finishing materials in youth living areas, exit areas, and places of public assembly are in accordance with recognized codes.
- C. Programs shall be equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout the activity/living areas. Special containers shall be provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers shall be emptied and cleaned daily.
- D. Prior to making any purchase, careful attention shall be given to a product's label. Every effort shall be made to replace a hazardous substance with one less hazardous in nature or less likely to be abused by youth in the program setting.
- E. Substances that are labeled "Keep out of reach of children" or "May be harmful if swallowed" do not meet the definition of FTC material. Their use and control, however, including the quantities available, shall be evaluated and addressed in the facility Standard Operating Procedures.
- F. Products with a MSDS hazardous rating (0) or (1) for health, flammability and reactivity do not meet the definition of FTC material. Issue logs for these substances shall not be required but all containers shall be labeled. MSDS sheets shall be maintained on these substances and shall be readily available. An inventory of these products shall be maintained in the primary storage area for general control purposes but is not required at the usable area.
- G. When more dangerous material (FTC with a MSDS hazardous rating of 2, 3, or 4) must be used, Standard Operating Procedures shall include:
 1. Selection and Approval
 - a. Develop a list of chemicals approved for safe use within the facility.
 - b. Develop an approval process for new chemicals when requested by facility staff. This process shall ensure that chemicals are safe and appropriate for use in a residential setting.
 - c. Questions concerning the use and control of any substance may be resolved by examining the manufacturer's MSDS.
 - d. The program shall accept no delivery of a FTC material unless a MSDS is attached at the time of delivery or on file at the facility.

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2. Storage.

a. Security and safety:

- (1) When not in use, all FTC materials shall be secured in designated storage areas that are inaccessible to youth. Flammables shall be secured in fire rated cabinets or a flammable storage room.
- (2) Storage of all FTC materials shall be in accordance with applicable fire and safety codes and Environmental Protection Agency (EPA) Regulations.
- (3) The storage cabinet shall be conspicuously labeled "Flammable-Keep Fire Away".

b. Amounts

- (1) Storage amounts shall be limited to reasonable levels. No more than sixty (60) gallons of flammable or combustible liquids shall be stored.
- (2) Only the amount needed for a reasonable period of time shall be issued for use.

c. Locations

- (1) Limit the number of locations in which chemicals are stored.
- (2) Central chemical control is the preferred storage method.

3. Approved Containers and Proper Identification Labels.

- a. All chemicals including those that are labeled "Keep out of reach of children" or "May be harmful if swallowed" shall be stored in their original container with the manufacturer's label intact.
- b. Containers shall be tightly closed if not in use.
- c. When chemicals are removed from the original to a secondary container for use, the secondary container shall be labeled to identify the contents.
- d. Material Safety Data Sheets (MSDS) and first aid instructions shall be accessible to employees.

4. Inventory

- a. The facility Safety Officer or other designated person shall maintain a master index of all FTC materials used by the facility.
 - (1) The master list shall indicate the location of the chemical and MSDS within the facility.
 - (2) This list shall be kept current. The local fire department may request copies of the MSDS for the chemicals used in the facility. The facility Safety Officer shall consult with the local fire chief to devise a system for distribution and updates if they elect to keep a file on the facility.

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b. Perpetual Inventories. Substances shall be accounted for before, during and after use.

5. Distribution and Issue of Product.

- a. Central chemical control is the preferred issue method.
- b. Only a staff member may dispense FTC materials. Staff shall be responsible for products issued to their area.
- c. The only acceptable methods for drawing from or transferring liquids into containers within a building are:
 - (1) Through a closed piping system;
 - (2) From safety cans;
 - (3) By a device drawing through the top; or
 - (4) By gravity through an approved self-closing system.
- d. An approved grounding and bonding system shall be used if dispensing liquids from a drum.

6. Use and Supervision

- a. Supervisory staff or designees may authorize the use of FTC material by youth only when the youth are under constant supervision and the supervising staff and youth have been instructed by the department head in the use of such material.
- b. Under no circumstances shall flammable liquids be used for cleaning.
- c. Spills and disposal shall be addressed in accordance with the guidelines indicated on the MSDS sheet.

7. Inspection of the FTC control process.

- a. A qualified staff member shall make a weekly inspection. The qualified staff member who conducts weekly inspections of the facility shall be a facility staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, on-the-job training from the facility's Fire Safety Officer regarding applicable regulations is expected, including use of checklists and methods of documentation.
- b. The Fire Safety Officer shall perform a monthly inspection. Periodically and as needed, this individual shall receive assistance from the State Fire Marshall or local fire authority on requirements and inspections.
- c. The periodic weekly and monthly inspections may be conducted by either a combination of qualified individuals or one specialist, as long as the schedules and minimum qualifications described above are met.

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H. The state or local fire authority of jurisdiction shall approve these procedures. At least annually, the Standard Operating Procedures for the control of FTC materials shall be reviewed to insure continued compliance with all aspects of the program. Any deficiencies shall be addressed with remedial action.

V. MONITORING MECHANISM

Supervisors shall ensure that all hazardous, flammable, dangerous caustic and toxic substances shall be controlled in compliance with this policy. The Superintendent or designee and the Fire Safety Officer shall monitor compliance. The Division of Program Services shall conduct at least annual quality assurance monitoring audits.